# Recording Agreement:

1. At any time each participant can decline to be photographed by the video camera. Signing this form does not prohibit you from declining at any time.
2. Even if you are recorded each participant can decline to have his or her comments transcribed. No text record, transcription, or other use will be made of words said by a declining participant, which may have been unintentionally recorded.
3. The recordings are on a single digital videocassette that gets re-used after the still images are extracted and the dialog transcribed to make the product to be disseminated, called the Slide Show. Only this Slide Show remains.
4. This videocassette remains in the possession of Tom Drummond, in his office on campus until the tape is reused. It will not be shown to anyone else. It is not the property of media services or the college.
5. The taping is viewed by Tom Drummond who selects portions of the audio track to transcribe dialog and creates still images from selected frames of the video track to create the Slide Show.
6. A printed copy of the Slide Show, which is a PowerPoint document composed of text and still images, without audio, will be provided to each transcribed speaker to review prior to its dissemination. No people will see the Slide Show until you have had an opportunity to edit or modify your images or words. Each transcribed speaker has complete freedom to make changes the text prior to its inclusion in the final Slide Show.
7. The FINAL RELEASE, a separate approval and release form, addressing only this one completed and approved product, will provide your permission to show the program to others.
8. The final, approved and releasable Slide Show may be converted to other electronic or print formats, which may include, among others, web pages posted to the Internet, printed documents, and text — but only after we have your approved FINAL RELEASE.

## RECORDING PERMISSION

**I hereby consent to and authorize Everett and Seattle Community College Districts, and its agents, to record by photograph, image, likeness, or statement of/by me in this course, Math 81, sections C, Spring Quarter 2010 without compensation to me and/or my agent(s).**

**I acknowledge that I fully understand and accept the above Safeguards. I understand that any use of these recordings beyond viewing by the project investigators (Michael Nevins, Kalyn Owens, and Tom Drummond) is subject to my review and a second, FINAL RELEASE.**

**I have signed a separate *Informed Consent* to this project, and have had an opportunity to have my questions and concerns fully addressed.**

|  |  |
| --- | --- |
| Signature |  |
| Printed Name |  |
| Date |  |